



Fairfax County Neighborhood and Community Services (NCS)

12011 Government Center Parkway, 10th Floor

Fairfax, Virginia 22035-1115

(703) 324-5533, TTY 711 / (703) 324-5546 FAX

<http://www.fairfaxcounty.gov/neighborhood-community-services/athletics>

Application for Community Use of Public Athletic Facilities FIELD / GYMNASIUM / TRACK APPLICATION

This paper form is intended solely for those applicants who do not have access to a computer or email. All others should submit their applications online, as this speeds up the process considerably. If you have never received a permit before, and you are not able to go to our website and register for AFAR, our online application system, please call our office at 703-324-5533 to establish an account.

ELIGIBILITY: NCS schedules leagues, organizations, and groups of individuals on Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS) fields and in FCPS gyms. Our office does not schedule camps, clinics, or other revenue-generating activities. We also do not schedule organizations that operate athletic services as a for-profit activity. These types of uses must be scheduled directly through the field or gym owner, either the Fairfax County Park Authority or the Fairfax County Public Schools, and are subject to the owner's rental policies and fees. You can contact their offices at:

Fairfax County Public Schools Community Use Office 571-423-2340

Fairfax County Park Authority 703-324-8516

- Applications will be processed in accordance with the Fairfax County Field and Gym Allocation Policies and are subject to the fees described in these documents (also listed on the attached Fee Schedule). Please visit our website at <http://www.fairfaxcounty.gov/neighborhood-community-services/athletics> for complete information on:
 - Field and gym use regulations
 - Field opening and closing dates
 - The Volunteer Building Director program
 - Fees
 - Field and Gym Allocation Policies, including residency requirements and order of scheduling
 - Synthetic turf field allocations
- Applications received after the deadlines below will be processed in the order in which they are received, on a space-available basis.
- Do not attach payment to this application, as payments cannot be accepted until you have been invoiced.

Please complete sections 1 through 10. Incomplete applications will not be processed and will be returned to the applicant for completion.

1. **TYPE OF APPLICATION:** ☐ Organization ☐ Team/Group of Individuals ☐ Camp/Clinic/Tryout* ☐ One-Time Use

***If any of the requested time is for a camp, clinic, or tryout where fees are being collected, you must contact the Fairfax County Public Schools (FCPS) Community Use Office at 571-423-2340 and/or the Fairfax County Park Authority at 703-324-8516.**

2. **TEAM/GROUP OF INDIVIDUALS:** Do you participate in a league/organization? ☐ No ☐ Yes, league _____

Is organization non-profit?
(IRS designation may be required)
☐ Yes ☐ No

Is there a third party contract/arrangement with
a profit making organization?
☐ Yes ☐ No

Organization has liability insurance?
(insurance may be required)
☐ Yes ☐ No

FOR GYMNASIUM USE: the applicant will (check one): ☐ furnish adult volunteer building director(s) trained by NCS or ☐ pay for supervision. If volunteer has current NCS certification, list name here _____ and expiration date _____. Organizations with multiple building directors, please attach list with all names and expiration dates.

3. **ALL APPLICANTS:** Has your organization/group of individuals previously received facility allocations from NCS? ☐ Yes ☐ No

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4. APPLICANT INFORMATION:

Applicant/Contact Name: _____ Applicant Email _____

Applicant Address: _____ City, State, Zip: _____

Applicant Primary Phone: _____ Applicant Secondary Phone: _____

Organization Name: _____
(if applicable)
Team Name: _____

5. SEASON: Please check the season for which you are applying. **A separate application must be submitted for each season.**

	Field Season Dates	Field Application Deadline
<input type="checkbox"/>	Spring: March 1-June 15	December 1
<input type="checkbox"/>	Summer: June 16-July 31	March 1
<input type="checkbox"/>	Fall: August 1-November 30	June 1
<input type="checkbox"/>	Winter: December 1-February 28*	September 1

*Limited use of synthetic turf fields only during winter.

	Gymnasium Season Dates*	Gym Application Deadline
<input type="checkbox"/>	Spring: March 16-June 15	December 1
<input type="checkbox"/>	Summer: June 16-2 nd Saturday in August	March 1
<input type="checkbox"/>	Fall: Monday after Labor Day-November 15	June 1
<input type="checkbox"/>	Winter: November 16-March 15	September 1

*Start dates for field sports/conditioning groups may be delayed up to 45 days.

6. SPORT: Please check the sport for which you are applying. **A separate application must be submitted for each sport.**

Field Sports		
<input type="checkbox"/> Baseball 60'	<input type="checkbox"/> Baseball 90'	<input type="checkbox"/> Cricket
<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Flag Football	<input type="checkbox"/> Football
<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Rugby	<input type="checkbox"/> Soccer
<input type="checkbox"/> Softball	<input type="checkbox"/> Track	<input type="checkbox"/> Other _____

Gym Sports		
<input type="checkbox"/> Badminton	<input type="checkbox"/> Basketball	<input type="checkbox"/> Cheerleading
<input type="checkbox"/> Conditioning	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Other _____		

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7. SELECT FACILITIES

Please list the facilities that you are requesting, in order of preference:

Facility Name	Facility Number	Day(s) of the Week	Start Time	End Time	Practice/Game*

*Please indicate whether the facility is to be used for practices or games on the requested days/times.

Will any of the allocated space be used for clinics, camps, tryouts, or any other activity for which participants will be charged a fee (outside of regular league or club registration fees)?

☐ Yes (if yes, please describe below) ☐ No

Please list all non-County assigned facilities that you will be using this season (attach additional pages if necessary):

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8. PARTICIPANT INFORMATION: Please provide information on the number of registered players.

Per the Allocation Policy, your request will be scheduled based on the prior year actual numbers. The numbers provided here should be an estimate for the requested season until your rosters have been verified.

AGE	Participation Estimates			
	<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter			
	PARTICIPANT GENDER		PARTICIPANT RESIDENCY	
	Female	Male	County	Non-County
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
Adults				
Total Players				

Season Estimates			
	Female	Male	Coed
Total Number of Teams			

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9. READ AND SIGN THE AGREEMENT

The undersigned, as an agent for the organization or group of individuals requesting facility allocation(s), have read the policies, rules, and regulations governing facility use and permitting and agree to abide by all stated rules and agrees to enforce said rules and regulations. Violation of any rule or condition of the permit is cause for immediate revocation of the permit, loss of permit privileges, and forfeitures of any fees/deposits paid for the permit. Any individual or team which fails to abide by any and all rules and regulations, is subject to suspension, ineligibility and/or other penalties that may be imposed by County officials. The undersigned certifies and/or agrees that he/she:

- ☒ Is familiar with the rules and regulations of the Fairfax County School Board, Park Authority, Neighborhood and Community Services and the Northern Virginia Regional Park Authority for community and local use of public athletic facilities. This includes the Field Allocation Policy, the Gym Allocation Policy, and the Athletic Services Application Fee Policy.
- ☒ Will maintain a participant roster for all teams that is in compliance with Fairfax County residency requirements.
- ☒ Will be fair and equitable in the distribution of facilities and will make decisions without regard to race, culture, age, gender or religion.
- ☒ Will permit facilities specified as "primary use" to teams participating in those sports in which that facility was intended.
- ☒ Is the sole applicant from this group for athletic facilities in Fairfax County and is not receiving space for this group from other groups that have been allocated space by Fairfax County.
- ☒ Accepts, for the user, the full responsibility for any and all damages to school, park and County property caused by said user, and for prompt and proper settlement of claims for such damage.
- ☒ Agrees to provide reasonable accommodations for athletes, coaches, and spectators with disabilities to include: rescheduling games or practices to accessible fields and providing information in alternative formats.
- ☒ On behalf of the designated user, agrees to hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the Fairfax County Park Authority, the Northern Virginia Regional Park Authority, and all of their officials, officers, employees or agents, with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board, County and park property or other public property.

In accordance with the Virginia Privacy Protection Act of 1976, the requested information will be used to coordinate activities of this agency. Some of the information contained in this form may be released to persons who request such information in accordance with the requirements of the Virginia Freedom of Information Act, Va. Code Ann. Section 2.1-340.1.

♿ Americans with Disabilities Act: Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide reasonable accommodations upon request. To request special accommodations call 703-324-4FUN (4386), TTY 711. Please allow ten working days in advance of the event in order to make the necessary arrangements

Notice: NCS shall have the right to deny the use of a facility to any person or organization at any time. The NCS Director administers and interprets the policy governing use of public facilities and determines the appropriate procedures needed for implementation. NCS has the right to deny the privilege of continued use of facilities to any user who does not comply with all the regulations. By signing this agreement you as a representative of the organization or group agree to abide by the conditions of this facility use agreement.

Signature of
Applicant: _____

Date _____

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10. ROSTERS ARE REQUIRED FOR ALL APPLICATIONS WITH THE EXCEPTION OF ONE-TIME USE REQUESTS and are due before you can pay and receive a permit. Use of this page is not required, but submitted rosters must include all the information on this page. See our web site for privacy information.

Season: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter						Team Name: _____			
Manager's Name: _____			Phone: _____		Email: _____				
	Participant Name	Age (under 18 only)	Home Street Address	City	State	Zip	Home Phone	County Resident?	
								Yes	No
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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17									
18									
19									
20									

**Fairfax County Neighborhood and Community Services
Athletic Services Division**

Gym/Field/Track Use Fee Schedule

- A. Application Fees:** please refer to the charts below. For more information on fees, allocation calculation factors, non-county player limits, custodial fees, and building directors, see the gym and field allocation policies at the following links:

Field Allocation Policy: [Field Allocation Policy](#)

Gym Allocation Policy: [Gym Allocation Policy](#)

Rectangular Field Fee Chart

Use Type	Fee	Occurrence
Rectangular Field Athletic League / Organization / Group of Individuals – Participant Registration	\$8 per participant	Per NCS Scheduling Season
Rectangular Field Tournament	\$50 per team	Per Tournament
One-Time Use	\$50 per assigned facility	Per Application

Diamond Field, Gym and Track Fee Chart

Use Type	Fee	Occurrence
Diamond Field, Gym and Track Athletic League / Organization / Group of Individuals – Participant Registration	\$5.50 per participant	Per NCS Scheduling Season
Diamond Field and Gym Tournament	\$15 per team	Per Tournament
One-Time Use	\$50 per assigned facility	Per Application

- B. Non-County Fees:** \$30 per non-Fairfax County resident; any applicable non-county fees are to accompany application fees.
- C. Building Director Fees:** \$12.12 per hour. This fee is applicable only for groups that use gymnasiums and do not provide a Volunteer Building Director. Tournaments and other special events may require a paid building director. Building director fees are calculated based on actual usage and will be billed at the end of the season, with payment due upon receipt of bill.
- D. Custodial Fees:** \$34 per hour of use plus 90 minutes for gym open/close and cleanup costs. This fee is applicable only for the weekend (Saturday and Sunday) use of school gyms and at other times when custodians are not regularly scheduled. Tournaments and other special events may incur additional open/close and cleanup costs at the discretion of the assigned school. Custodial fees are based on actual usage and will be billed at the end of the season, with payment due upon receipt of bill.
- E. Damage Fees:** User groups are responsible for damages to facilities that occur during their usage.

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FREQUENTLY ASKED QUESTIONS

Q: How will I be notified that my request has been scheduled?

A: Groups are notified via email by a scheduler when their use has been scheduled or you can check the status of your application online. If you do not have an email address where you can receive messages, please provide us with an alternate way to contact you.

Q: What are the rules regarding field and gym usage?

A: All facility use rules can be found at <http://www.fairfaxcounty.gov/neighborhood-community-services/athletics/>. However, here are a few key rules to keep in mind:

Field Use Rules

- Groups of 20 or more, including spectators, are required to have a permit
- Use of grass fields is prohibited during wet or inclement weather and no snow removal is permitted on any fields
- Alcohol is prohibited
- Trash must be placed in designated receptacles
- Field maintenance is prohibited without prior approval from FCPS or FCPA
- Portable soccer goals must be properly anchored when in use and properly secured at all times when not in use

Gym Use Rules

- Food and drink, other than water, is not allowed in gyms; alcohol is prohibited
- Participants and spectators are permitted in the gym only
- Groups playing outdoor sports in gyms are limited to conditioning and training only; see other regulations here: http://www.fairfaxcounty.gov/ncs/athletics/pdf/indoor_athletic_use_guidelines.pdf

Q: How are the lights at Fairfax County Park Authority fields and Fairfax County Public School fields operated/scheduled?

A: Fairfax County Park Authority field lights are programmed by FCPA staff, based on the schedules set by NCS Athletic Services. Park Authority field lights are enabled by the programming, but must be manually turned ON or OFF at the site. For assistance with specific lighting issues, please contact NCS for the appropriate FCPA Area contact information.

Lights on most FCPS fields are programmed to turn on and off automatically, based on permitted times. Some fields are not programmed remotely and require a key, and this should be coordinated directly with the school and its Director of Student Activities. For more information on the lighting system at a particular FCPS facility, please contact NCS.

Q: What should I do if we will not be using some of the time that we have been allocated?

A: You are required to turn back any allocated time that you will not use. To avoid being charged weekend custodial fees in gyms, you must notify your scheduler or NCS (at AthleticServices@fairfaxcounty.gov) **in writing** by noon on the Wednesday before your weekend use.

Q: How can I determine if a facility is closed due to bad weather or other scheduled closures?

A: Please check the calendar attached to your permit for any days when the facility may not be available to you due to other programming. **It is also important to check your email frequently, especially during adverse weather conditions, to receive notifications of changes and cancellations which may affect your facility use.**

FIELDS: Fields may be closed due to inclement weather or poor conditions, as use of wet fields can cause severe damage. It is your responsibility to verify the status of a field prior to use. If you use a closed field, you will be responsible for any damage caused to the field. You should never use a field when there is standing water. Synthetic turf fields will be closed when there is snow or ice on any part of field. Attempting removal of snow or ice may damage the field and is prohibited; it must melt naturally. For more information on determining field playability, please contact our office.

Park Authority field closures will be announced on the weather hotline at 703-324-5264 and on the [Park Authority website](#). The Park Authority closure list is not updated on the weekends. Park Authority fields on the weekends, as well as school fields at all times, are closed at the discretion of the user. If you are using a high school or secondary school field, please call the school's Activities Office for field closure information.

GYMS: For gym closures, call the weather hotline at 703-324-5264. School closure information can also be found on Channel 21 (FCPS Red Apple) or at www.fcps.edu. When school gyms are closed early or closed for the day due to weather, community use will be cancelled. Please note that, if you are assigned a high school or secondary school gym, the school's outdoor sports teams may need to practice indoors in case of inclement weather. If that is the case, your use may be cancelled or shortened with only a few hours' notice. NCS will attempt to notify users by 3 p.m. in these situations.

Q: What should I do if I find damage at a facility or my group causes damage?

A: User groups are responsible for damages to facilities that occur during their usage. If your group arrives at a facility and notices damage or if your group causes damage, it needs to be reported to custodian on duty immediately. If a custodian cannot be located, your group must report the damage to the NCS office no later than 24 hours after the damage is found.

Q: What do I do if I encounter a problem during my permitted time that cannot be solved by the staff onsite?

A: If you are using a gym, please check with the custodial staff first for your immediate needs. If you are on a field, please contact our on-call monitor at 703-609-8870.

Q: Am I eligible to apply to use field and gym space in Fairfax County?

A: NCS schedules leagues, organizations, and groups of individuals in Fairfax County Public Schools (FCPS) gyms and on FCPS and Fairfax County Park Authority (FCPA) fields. We do not schedule camps, clinics, or other revenue-generating activities. NCS does not schedule organizations that operate athletic services as a for-profit activity. These types of uses must be scheduled directly through the field or gym owner (e.g., the Fairfax County Park Authority, Fairfax County Public Schools) and are subject to the owner's rental policies and fees.

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Q: Can teams within a league request additional practice time from NCS?

A: Leagues are allocated practice time as well as game time. Teams should approach their league administrator for practice space. Individual teams requesting space from NCS will be given space only if space is available; these requests will be subject to separate application fees. Only game time will be scheduled for adult leagues. NCS does not allocate practice time to adult leagues.